



OFFICE OF COUNTY ADMINISTRATOR

COUNTY OF SONOMA

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C. LAWRENCE ANDREW
COUNTY ADMINISTRATOR

June 12, 1978

TO: All Department Heads

FROM: County Administrator

SUBJECT: Instructions on Preparation of Proposition 13 Budget

*Real prop. Tax -- Ca
County budgets -- in Sonoma co.*

Attached you will find copies of a document entitled "Format for Reduced Property Tax Requirement". An example of how to fill out this document has been included.

Department heads have already developed possible reductions in response to the implementation of Proposition 13. The form attached is designed to summarize this information as easily as possible.

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Required Documents

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There are three (3) documents that are requested to be prepared by the department in developing the Proposition 13 Budget. These include:

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1. Format for Reduced Property Tax Requirement

As it will be necessary to make specific line item account reductions, this form has been developed to capture the basic information as to the account by account proposed and recommended reductions. Reading from the left, the first two columns are self-explanatory. The third column is for an itemization of the reductions being proposed. This would include specific items (i.e., classifications of personnel, or other services and supplies items, etc.) as well as a one-sentence description of the proposed reduction (i.e., "Reduction of staff in the departmental typing pool"). In the fourth column show any reduction in the property tax requirement in parentheses. Show increased cost to the property tax without parentheses. For example, "Reduce one Clerk Typist II (7,824), sick and vacation payoff \$600." In the case of personnel being laid off, similar classifications will have different unit costs because of employees being at different steps and having different vacation and sick leave amounts required for payoff. In these situations, identify each individual cost separately.

The next column is for the total of individual elements for reduction or increase. Increased revenue should be shown on this form in parentheses. If increasing revenue requires some additional cost, a net reduction in property tax should be shown as in the example provided under Program IV. The next two columns are for the use of the County Administrator's Office.

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2. Narrative Report

A narrative report should be prepared describing in some detail the proposed expenditure reductions and/or revenue increases. Organize the narrative by each of the reductions listed on the format. The narrative should explain the proposed reduction and cite the impact of the reduction on remaining staff workload, efficiency or program effectiveness

3. Listing of Personnel to be Laid Off

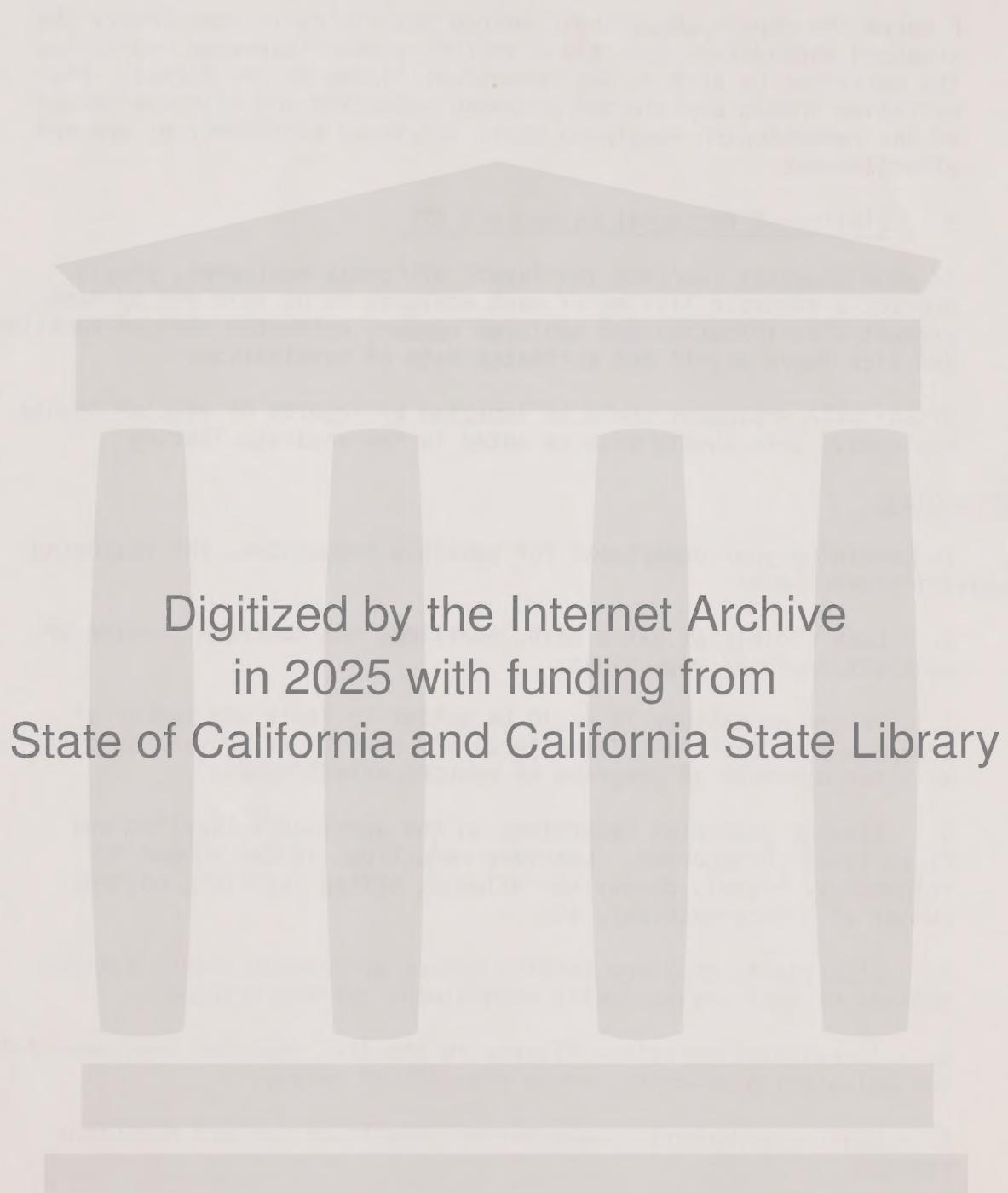
If your proposal involves the layoff of County employees, please provide a separate listing of each employee to be laid off by name, present classification and employee number, estimated cost of vacation and sick leave payoff and estimated date of termination.

If any CETA employees would be impacted by layoffs of regular County employees, this should also be noted in the separate listing.

Methodology

In examining your department for possible reductions, the following suggestions are made:

1. Look closely at extra help, overtime, and contract service or contract employee reductions.
2. Determine whether it would be better to limit the number of programs the department can effectively perform as opposed to carrying on a large number of programs at reduced effectiveness.
3. Examine potential reductions in the Services & Supplies and Fixed Assets categories. Consider reductions in the number of telephones, travel, county car mileage, office supplies, postage, number of office machines, etc.
4. Departments that are totally offset by revenue should examine methods of cost savings while maintaining current revenue
5. In calculating salary figures in the BR-1 that has been provided for calculating benefits, use a flat 25% of salary.
6. Calculate Workers' Compensation reductions for all positions reduced.
7. Consider increases in the span of control of supervisory and management assignments as an alternative to reduction in line workers.

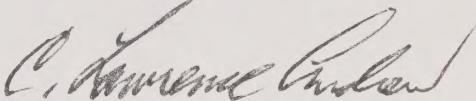


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8. Certain costs such as printing, data processing and garage charges affect other County functions. Be sure to identify amounts reduced in these areas.
9. Consider ways to increase revenue. User fees can be implemented by the Board in some areas. Revenue increases which require State legislative or regulatory action should be suggested but cannot be used to offset the reductions due to the uncertainty of such action.

CLA:ds



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